

Handling of DBS Certificate Information



Riding Establishment:

General Principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, we comply fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

We also comply fully with our obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention, and disposal of certificate information and have a written policy on these matters, which is available to those who wish to see it on request.

Storage and Access

Certificate information (ie information necessary to enable a certificate application) will be kept securely, in lockable, non-portable, storage containers or on encrypted hard drives with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information will only be passed to those who are authorised to receive it in the course of their duties. We will maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

We will retain certificate numbers and issue dates (but not certificates or certificate information) where this is necessary to demonstrate good practice for the purpose of safeguarding audits.

Usage

Certificate information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once DBS certificate has been issued, we will not retain certificate information. We will keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates.

Disposal

Once there is no need to retain data, we will ensure that any DBS certificate information is immediately destroyed by secure means or through erasure from computer drives.

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate.